



File no.: 3/3/3/3/2
Reference: 20240708-5077

Strategic People Management Minute: 0008/2024

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Head Office and district offices), Circuit Managers and Principals

Subject: Dissemination of Code of Conduct

1. The Code of Conduct for the public service, as published in Chapter 2 of the *Public Service Regulations, 2016*, published in *Government Gazette* No. 40167 of 29 July 2016, which must be read in conjunction with *Public Service Regulations 2023*, published in *Government Gazette* No. 11634 of 20 October 2023, is a government manual that states the rules, values, goals, ethics and vision of government. It provides all employees, i.e. educators and public service employees, with a clear outline of expected behaviour as well as what is and is not considered good practice in the public service.
2. It is an important pillar in the establishment of good governance and ethical conduct of all public servants. It also raises issues such as respect for human rights, the rule of law, accountability, transparency in government, personal conduct and private interests.
3. The Code of Conduct acts as a guideline for employees on what is expected of them from an ethical point of view, both in their individual conduct and in their relationships with others. Compliance with the Code of Conduct enhances professionalism and helps to instil confidence in the public service.
4. The primary purpose of the Code of Conduct is to promote exemplary conduct. Notwithstanding this, an employee shall be guilty of misconduct in terms of section 20(f) of the Public Service Act, 1994 (Proclamation 103 of 1994), and may be dealt with in accordance with the relevant sections of the Act if he or she contravenes or fails to comply with any provision of the Code of Conduct.
5. It is compulsory for all Western Cape Education Department employees to familiarise themselves with the contents of both the Code of Conduct and the *Public Service Regulations, 2023*, using the links below to access the documents:

[Code Of Conduct](#); [Public Service Regulation](#)



6. Your cooperation is highly appreciated.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2024-07-16